NORTHROP GRUMMAN

April 18, 2017

«First_Name» «Last_Name»
«Home_Address_1»
«Home_Address_2»
«Home_City», «Home_State» «Home_Zip»
«Home_Country»

NOTICE OF DATA BREACH

Dear **«First_Name» «Last_Name»:**

We are writing to follow up on an email we recently sent you about an issue that may have affected your personal information.

What Happened?

Equifax Workforce Solutions (aka TALX), our W-2 online portal provider, recently confirmed that an unauthorized third party(ies) gained access to its portal during various time periods from April 18, 2016 through March 29, 2017, and may have accessed your personal information and downloaded a copy of your 2016 W-2 form.

What Information Was Involved?

The personal information that may have been accessed includes your name, address, work email address, work phone number, Social Security number, employer identification number, and wage and tax information, as well as any personal phone number, personal email address, or answers to customized security questions that you may have entered on the W-2 online portal.

What We Are Doing

Promptly after confirming the incident, we worked with Equifax to determine the details of the issue. We also disabled online access to the W-2 online portal for all log-in methods other than Single Sign On, which is available only from the Northrop Grumman network. If you need your W-2 form, please contact the Northrop Grumman Employee Service Center at 1-855-SERVENG (1-855-737-8364) and we will provide it to you. Northrop Grumman and Equifax are coordinating with law enforcement authorities to assist them in their investigation of recent incidents involving unauthorized actors gaining access to individuals' personal information through the W-2 online portal.

What You Can Do

We regret that this incident may affect you. We take our obligation to safeguard personal information very seriously and are alerting you about this incident so you can take steps to help protect yourself. You are entitled under U.S. law to one free credit report annually from each of the three nationwide consumer reporting agencies. To order your free credit report, visit www.annualcreditreport.com or call toll-free at 1-877-322-8228. We encourage you to remain vigilant by reviewing your account statements and monitoring your free credit reports.

In addition, we have arranged with Equifax to offer you three years of *ID Patrol* identity theft protection services at no cost to you. The deadline to register for these services is December 31, 2017. The attached Reference Guide provides information on registration and recommendations on the protection of personal information.

For More Information

We hope this information is useful to you. If you have any questions regarding this issue, please call the Northrop Grumman Employee Service Center at 1-855-SERVENG (1-855-737-8364).

NORTHROP GRUMMAN

Sincerely,

John W. Kropf
Privacy Executive «AddressBlock»

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Reference Guide

We encourage you to take the following steps to protect your personal information:

- **Contact the IRS**. If you suspect you are a victim of tax-related identity theft, please consider taking the following steps:
    - Complete IRS Form 14039, Identity Theft Affidavit, available at https://www.irs.gov/uac/taxpayer-guide-to-identity-theft. Once you have fully completed the form, print it and submit it to the IRS according to the instructions on the form.
    - Visit https://www.irs.gov/individuals/how-irs-id-theft-victim-assistance-works or https://www.irs.gov/individuals/data-breach-information-for-taxpayers for more information about tax-related identify theft and steps you can take to protect yourself.
    - Contact the IRS at 1-800-908-4490 for additional information.

- **Contact your State Tax Agency**. Information on how to contact your state tax agency is available at http://www.taxadmin.org/state-tax-agencies.

- **Order Your Free Credit Report**. To order your free credit report, visit www.annualcreditreport.com, call toll-free at 1-877-322-8228, or complete the Annual Credit Report Request Form on the U.S. Federal Trade Commission's ("FTC") website at www.consumer.ftc.gov and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. The three consumer reporting agencies provide free annual credit reports only through the website, toll-free number or request form.

  When you receive your credit report, review it carefully. Look for accounts you did not open. Look in the "inquiries" section for names of creditors from whom you have not requested credit. Some companies bill under names other than their store or commercial names. The consumer reporting agency will be able to tell you when that is the case. Look in the "personal information" section for any inaccuracies in your information (such as home address and Social Security number). If you see anything you do not understand, call the consumer reporting agency at the telephone number on the report. Errors in this information may be a warning sign of possible identity theft. You should notify the consumer reporting agencies of any inaccuracies in your report, whether due to error or fraud, as soon as possible so the information can be investigated and, if found to be in error, corrected. If there are accounts or charges you did not authorize, immediately notify the appropriate consumer reporting agency by telephone and in writing. Consumer reporting agency staff will review your report with you. If the information cannot be explained, then you will need to call the creditors involved. Information that cannot be explained also should be reported to your local police or sheriff's office because it may signal criminal activity.

- **Register for Identity Theft Protection Services**. We have arranged with Equifax to provide three years of *ID Patrol* identity theft protection services at no cost to you. The deadline to register for these services is December 31, 2017. If you choose to take advantage of these services, you will receive notifications of any changes to your credit information, $1 million identity fraud expense coverage, and access to your credit report.
    - *To register*:
        - Please visit: www.myservices.equifax.com/patrol
        - Insert your personal *ID Patrol* Code: «Code»
        - The registration process involves four steps, including identity authentication, which requires you to answer questions regarding your credit file before the *ID Patrol* identity theft protection services may be activated.

- **Report Incidents**. If you detect any unauthorized transactions in a financial account, promptly notify your payment card company or financial institution. If you detect any incident of identity theft or fraud, promptly report the incident to law enforcement, the FTC and your state Attorney General. If you believe your identity has been stolen, the FTC recommends that you take these steps:
    - Close the accounts that you have confirmed or believe have been tampered with or opened fraudulently. Use the FTC's ID Theft Affidavit (available at www.ftc.gov/idtheft) when you dispute new unauthorized accounts.

- File a local police report. Obtain a copy of the police report and submit it to your creditors and any others that may require proof of the identity theft crime.

You can contact the FTC to learn more about how to protect yourself from becoming a victim of identity theft and how to repair identity theft:

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580
1-877-IDTHEFT (438-4338)
www.ftc.gov/idtheft/

- **Consider Placing a Fraud Alert on Your Credit File**. To protect yourself from possible identity theft, consider placing a fraud alert on your credit file. A fraud alert helps protect you against the possibility of an identity thief opening new credit accounts in your name. When a merchant checks the credit history of someone applying for credit, the merchant gets a notice that the applicant may be the victim of identity theft. The alert notifies the merchant to take steps to verify the identity of the applicant. You can place a fraud alert on your credit report by calling any one of the toll-free numbers provided below. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three consumer reporting agencies. For more information on fraud alerts, you also may contact the FTC as described above.

Equifax	Equifax Credit Information Services, Inc. P.O. Box 740241 Atlanta, GA 30374	1-800-525-6285	www.equifax.com
Experian	Experian Inc. P.O. Box 9554 Allen, TX 75013	1-888-397-3742	www.experian.com
TransUnion	TransUnion LLC P.O. Box 2000 Chester, PA 19022-2000	1-800-680-7289	www.transunion.com

- **Consider Placing a Security Freeze on Your Credit File**. You may wish to place a "security freeze" (also known as a "credit freeze") on your credit file. A security freeze is designed to prevent potential creditors from accessing your credit file at the consumer reporting agencies without your consent. There may be fees for placing, lifting, and/or removing a security freeze, which generally range from $5-$20 per action. *Unlike a fraud alert, you must place a security freeze on your credit file at each consumer reporting agency individually*. For more information on security freezes, you may contact the three nationwide consumer reporting agencies or the FTC as described above. As the instructions for establishing a security freeze differ from state to state, please contact the three nationwide consumer reporting agencies to find out more information.

  The consumer reporting agencies may require proper identification prior to honoring your request. For example, you may be asked to provide:

  - Your full name with middle initial and generation (such as Jr., Sr., II, III)
  - Your Social Security number
  - Your date of birth
  - Addresses where you have lived over the past five years
  - A legible copy of a government-issued identification card (e.g., a state driver's license or military ID card)
  - Proof of your current residential address (such as a current utility bill or account statement)

- **For Maryland Residents**. You may obtain information about preventing and avoiding identity theft from the Maryland Office of the Attorney General at:

Maryland Office of the Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
(888) 743-0023 (toll-free in Maryland)
(410) 576-6300
www.oag.state.md.us

- **For Massachusetts Residents.** You have the right to obtain a police report and request a security freeze as described above. The consumer reporting agencies may charge you a fee of up to $5 to place a security freeze on your account, and may require that you provide certain personal information (such as your name, Social Security number, date of birth, and address) and proper identification (such as a copy of a government-issued ID card and a bill or statement) prior to honoring your request. There is no charge, however, to place, lift or remove a security freeze if you have been a victim of identity theft and you provide the consumer reporting agencies with a valid police report.
- **For North Carolina Residents**. You may obtain information about preventing and avoiding identity theft from the North Carolina Office of the Attorney General at:

  North Carolina Attorney General's Office
  9001 Mail Service Center
  Raleigh, NC 27699-9001
  (877) 566-7226 (toll-free in North Carolina)
  (919) 716-6400
  www.ncdoj.gov

- **For Oregon Residents**. We encourage you to report suspected identity theft to law enforcement, including the FTC and the Oregon Office of the Attorney General at:

  Oregon Department of Justice
  1162 Court Street NE
  Salem, OR 97301-4096
  (877) 877-9392 (toll-free in Oregon)
  (503) 378-4400
  http://www.doj.state.or.us

- **For Rhode Island Residents**. You may obtain information about preventing and avoiding identity theft from the Rhode Island Office of the Attorney General at:

  Rhode Island Office of the Attorney General
  Consumer Protection Unit
  150 South Main Street
  Providence, RI 02903
  (401)-274-4400
  http://www.riag.ri.gov

  You have the right to obtain a police report and request a security freeze as described above. The consumer reporting agencies may charge you a fee of up to $10 to place a security freeze on your account, and may require that you provide certain personal information (such as your name, Social Security number, date of birth, and address) and proper identification (such as a copy of a government-issued ID card and a bill or statement) prior to honoring your request for a security freeze. There is no charge, however, to place, lift or remove a security freeze if you have been a victim of identity theft and you provide the consumer reporting agencies with a valid police report.